



Washington State Liquor Control Board

RECRUITMENT ANNOUNCEMENT

Title: Contract, Procurement and Support Services Manager ([WMS02](#))

Location: Olympia, Washington

Salary: \$49,280 - \$79,900 annually, depending on qualifications

Posting Date: September 13, 2006

Closing Date: September 22, 2006, 5:00 p.m.

AGENCY PROFILE:

The Washington State Liquor Control Board's mission is to prevent the misuse of alcohol and tobacco and promote public safety through controlled retail and wholesale distribution, licensing, regulation, enforcement and education.

The headquarters of the Washington State Liquor Control Board (LCB) is in Olympia, Washington. The agency employs about 1,350 full and part-time employees statewide. Positions include Liquor and Tobacco Enforcement Officers; Liquor License Specialists; Liquor Store Clerks and Managers; Financial Analysts; Information Technology Specialists; and Warehouse Operators. A Seattle distribution center receives and ships all liquor sold by the agency's 161 state and 154 contract stores, including all liquor supplied to more than 4,000 businesses licensed to sell liquor by the drink. There are four regional Enforcement Offices and six field offices statewide. For more detailed information regarding LCB, please visit: www.liq.wa.gov.

POSITION PROFILE:

Reporting to the Financial Director, this position will develop, review and implement agency policies and procedures for statewide procurement activities while adhering to standards needed to meet General Attorney (GA), Department of Information Services (DIS), and the Office of Financial Management (OFM) requirements. Responsibilities include review and implementation of all agency contracting and competitive bid processes as well as development and tracking of long-range goals and objectives and operational plans for areas of responsibility.

This position will evaluate and interpret complex procurement and contracting requirements and provide review to ensure practices are current and continue to meet the needs of the agency. These activities include development of written policies and procedures for all purchasing activities, managing the agency's purchasing card program, agency sustainability planning, and initiating changes in business practices to ensure compliance and efficiencies of operation. In addition, train agency staff on appropriate contracting and procurement practices.

PRINCIPAL RESPONSIBILITIES:

- Manage contracting and purchasing functions for the Board, including administering and negotiating agency contracts. Prepare and approve Requests for Proposals (RFP) and Requests for Quotation (RFQ) for large-scale procurement and expenditures.
- Provide technical expertise and analysis in the acquisition of goods and services for the continued operation of the agency. This includes solicitation and preparation of all Purchased Goods, Purchased Services and Personal Services contracts for the agency. This includes managing the agency's purchase card program.
- Establish working relationships and act as a liaison with other agencies involved in the purchasing process, specifically GA, the Department of Personnel (DOP), OFM, and DIS. Ensure that relevant regulations are followed.
- Establish, review and initiate statewide policies for all purchasing functions; resolve technical problems; and advise supervisor of current operational plans and provide status information on

all activities. Develop performance standards and work plans to implement business changes due to changing regulations or business needs.

- Analyze internal controls for all purchasing activities to ensure compliance with state and federal laws and regulations.
- Ensure compliance with the State and the Board's Office of Women and Minority Business Enterprises goals. Coordinate with the agency Diversity Steering Committee to effectively monitor and track agency purchases.
- Manage agency vehicle fleet of 150 vehicles, mail service activities, print shop operations, and forms and records.
- Implement and manage an agency sustainability plan.

DESIRABLE KNOWLEDGE & SKILLS:

- Strong Performance Leadership – Create and nurture a performance-based culture that supports efforts to accomplish the organizational mission and goals.
- Contract Management - Advanced practitioner in procurement and contract management. A thorough understanding of Washington State's General Authorities of Purchasing, Washington State Purchasing Manual, DIS Purchased Services Guidelines, and OFM Personal Services contracting requirements are highly desirable.
- Analysis – Proficient in data analysis and able to provide information in a clear and rational/ thorough process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions. Can analyze and review complex business practices and develop policies and procedures for those practices. Also must have the ability to train others in complex procurement procedures.
- Working knowledge of and the ability to manage the State Purchase Card Program for the Board (credit card purchase process).
- Familiarity of standard retail business operations is desirable, but is not a prerequisite for this position.

DESIRABLE QUALIFICATIONS:

The successful candidate will possess:

- Advanced practitioner knowledge of basic contract legal requirements; contract principles and applications; contract terminology, practices and procedures; State and Federal laws and regulations governing the award and administration of contracts; understanding of Washington's General Authorities of Purchasing, Washington Purchasing Manual, DIS Purchased Services, and OFM Personal Services contracting requirements.
- A working knowledge of research methodologies and sources of pertinent data; principles and techniques of designing and conducting valid and reliable studies and surveys to include quantitative and qualitative analysis methods, business principles and practices; regulations and procedures relevant to contracting, procurement activities and principles of effective negotiation.
- Ability to write clearly and effectively; interpret contract terms, requirement and conditions; develop understandable fiscal and status reports; organize, maintain, and interpret records of contract performance; coordinate effectively with contractor representative and representatives of other agencies. Ability to communicate clearly, both verbally and in writing, with professionals, peers, contractors, constituents and clients of the Board's programs.
- Knowledge of current Civil Service Reform activities as it relates to "contracting out" is highly desirable.
- Familiarity of standard retail business operations is desirable, but is not a prerequisite for this position.

COMPENSATION:

The Contract Manager is in Band 2 of the Washington Management Service (\$49,280 - \$79,900). Placement in the salary range is dependent upon qualifications. We offer a full benefit package that includes a state retirement plan, deferred compensation, eleven paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long term disability insurance coverage options.

APPLICATION PROCESS:

Interested applicants should submit:

- ☒ A letter of interest, briefly describing how you meet the knowledge, skills and desirable qualifications. Please include a statement as to how you became aware of this recruitment.
- ☒ A resume listing names of employers, dates of employment, position held and education; and,
- ☒ A minimum of three employment references with current telephone numbers to include one supervisor, one peer (if applicable) and one person outside of your immediate work environment.
- ☒ A completed Washington State Application [Washington State Application](http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc) (<http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc>).
- ☒ If you apply for this position, we would appreciate your voluntary cooperation in responding to the [Applicant Profile data sheet](http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc) (<http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc>). This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.

E-MAIL will be the primary method of communication throughout this recruitment. Please send your application package to Janet Krueger at jlk@liq.wa.gov. Candidate evaluation will begin on September 22, 2006 and **it will be to the applicant's advantage to submit materials as soon as possible**. Candidate evaluation will be ongoing.

If necessary, hard copies may be mailed to:

**Washington State Liquor Control Board
Human Resource Division Attn: Janet Krueger
PO Box 43100
Olympia, Washington 98504-3100**

Prior to appointment into the Liquor Control Board, a background check will be conducted, including fingerprinting and a polygraph examination. Additionally, all employees of the Liquor Control Board must comply with RCW 66.08.080, which states: No employee of the Board shall have any interest, directly or indirectly, in the manufacture of liquor or any liquor sold under this title, or derive any profit or remuneration from the sale of liquor, other than the salary or wages payable to him in respect of his office or position, and shall receive no gratuity from any person in connection with such business. As a condition of employment, all LCB employees are required to comply with this RCW.

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1643 or TTY 800-855-2880. The Washington State Liquor Control Board is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.